



DEPARTMENT OF THE AIR FORCE  
WASHINGTON, DC

Office of the Assistant Secretary

Policy Memo 97-02

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/AQ  
1060 Air Force Pentagon  
Washington DC 20330-1060

SUBJECT: Processing Single Acquisition Management Plans (SAMPs)

The original SAMP policy and guide were published on 29 Apr 96. Since then we have found SAMPs to be an effective means of consolidating acquisition and management planning information into a single, comprehensive document. However, we have also encountered problems processing SAMPs in a timely manner. Therefore, I am revising SAMP policy to improve the effectiveness with which SAMPs are processed within the Pentagon. This acquisition policy memorandum supersedes Acquisition Policy 96A-005, 29 Apr 96.

The SAMP is a comprehensive, integrated plan which discusses all relevant aspects of a program. The SAMP should be written at a strategic level. Properly prepared, the SAMP meets the program oversight and statutory requirements contained in all other management plans for all levels above the Program Executive Officer (PEO) or Designated Acquisition Commander (DAC).

Program Managers (PMs) are still responsible for effectively planning the execution of their program. Unique program circumstances and sound management practices may dictate more detailed planning than appropriate for a SAMP. This planning no longer needs to be formally documented beyond what is included in the SAMP.

Effective immediately, all ACAT I and II programs will continue to prepare a SAMP in lieu of any other acquisition management plans requiring submission to any headquarters. ACAT III programs have the option of preparing the traditional documentation or preparing a SAMP. For ACAT I and II programs, the following also applies:

a. SAF/AQ will approve all ACAT I and ACAT II SAMPs. (Following SAF/AQ approval, OUSD(A&T) approves the acquisition strategy documented in SAMPs for ACAT ID programs, and OASD/C3I approves the acquisition strategy documented in SAMPs for ACAT IA programs.)

b. ACAT I and ACAT II SAMPs shall be submitted to SAF/AQCS. Electronic submittal (E-Mail or disk) is required.

c. SAF/AQCS will track the status of SAMPs from the time of submittal until <sup>2</sup> final approval is obtained. SAF/AQCS will serve as the administrative focal point for all active SAMPs, tracking the number of SAMPs in work and the progress of each.

d. Upon receipt, SAF/AQCS will provide a copy of the SAMP to the PEO Action Officer (AO) responsible for the program addressed by the SAMP. If the SAMP is not for a PEO program, SAF/AQCS will provide a copy of the SAMP to the Program Element Monitor (PEM) responsible for the program. The PEO AO or PEM will assist the Program Manager in organizing a SAMP Integrated Process Team (IPT). SAMP review and coordination will be accomplished through a SAMP IPT, which is led by the Program Manager or designee. The SAMP IPT will identify and resolve acquisition strategy and management plan issues.

e. Upon completion of the IPT process, the PEO AO or PEM will submit the completed SAMP to SAF/AQCS. The completed SAMP will contain revisions reflecting IPT issue resolution and will be signed by the Program Manager and either the PEO or DAC, as applicable. The Program Manager's signature signifies that offices which participated on the SAMP IPT concur with the SAMP's content; therefore, no additional coordination from these offices will be necessary. The SAMP will be submitted to SAF/AQCS under a Staff Summary Sheet (SSS) which highlights the key issues raised during the SAMP IPT process and their disposition. Any issues not resolved by the SAMP IPT will be clearly identified and submitted to SAF/AQ for resolution. The Air Force Competition Advocate General must coordinate on all SAMPs requiring SAF/AQ approval. SAF/AQCS will submit the staff summary package to SAF/AQ for approval. SAF/AQCS will return the SAMP to the PEO AO or PEM upon SAF/AQ approval, who will return the approved SAMP to the Program Manager or submit it for OSD-level approval if necessary. SAF/AQCS will continue to track SAMPs submitted for OSD-level approval.

The SAMP Guide, available through the SAF/AQ Home Page, describes the use of IPTs to develop SAMPs in an integrated environment. Program Managers can use the IPT to write the SAMP concurrently with the coordination and review process. In this situation, SAF/AQCS will begin the SAMP tracking process upon notification of the formation of a SAMP IPT.

I believe the changes described above will improve the time and efficiency with which we process SAMPs in the Pentagon. This policy will remain in effect for a period of two years from the date of issuance. At the two year anniversary, this policy will be reviewed for currency and reissued, if appropriate. Please address questions to Lt Col Bratten, SAF/AQCS, DSN 227-6400.



**DARLEEN A. DRUYUN**  
Principal Deputy Assistant Secretary  
(Acquisition & Management)

DISTRIBUTION:  
See Attached List

DISTRIBUTION LIST:

4

SAF/AQQ  
SAF/AQP  
SAF/AQI  
SAF/AQS  
AFPEO/AT  
AFPEO/FB  
AFPEO/WP  
AFPEO/JA  
AFPEO/SC  
AFPEO/BA  
AFPEO/JL  
AFPEO/SP  
SAF/AQL  
SAF/AQC  
SAF/AQX  
SAF/AQR  
HQ AFMC/AQ  
HQ AFMC/PK  
ESC/CC  
SMC/CC  
OC-ALC/CC  
SA-ALC/CC  
WR-ALC/CC  
HSC/CC  
ASC/CC  
OO-ALC/CC  
SM-ALC/CC